📖 Lynchburg Public Library – Computer Class Descriptions

All classes are 90 minutes long. Please read descriptions below to ensure that you have the prerequisites for a class. See reverse for class schedule.

Excel
Advanced class for students who want to create spreadsheets for business and personal applications. <u>Students MUST to be extremely proficient with the computer and with Word before attempting this class.</u>

Let's Do Windows
This class is for people who have mastered the Mouse & Keyboard, and want to know how to use general "Windows" features. Topics include toolbars, resizing and minimizing windows, searching for files, creating new folders, and accessing programs and documents with the Start button

Mousing Around
This is a beginner's class for people who have never used a computer before, or have used one only occasionally. It covers basic use of the Mouse and an overview of the computer keyboard.

PowerPoint
Advanced class for students who want to create computer presentations. <u>Students need to be extremely proficient with the computer and with Word before attempting this class.</u>

Publisher
This class will cover building brochures, flyers, newsletters and some of the other features in Publisher. <u>Students need to be extremely proficient with the computer and with Word before attempting this class.</u>

Surfing In Cyberspace
This class introduces the intermediate student to the Internet. Students will learn how to search the Internet, how to visit specific Web sites, and some of the features of Web browsers. Students must be proficient with the Mouse & Keyboard to take this class.

Using Email
Intended for students who have Email Id's, this class will demonstrate creating email messages, managing email folders, and using options such as forward, reply, save draft, the Address Book and attachments. <u>Must have Internet experience!</u>

Windows Tips & Tricks
Intermediate to advanced class focusing mostly on Control Panel functions, different boot-up options and some of the basic functions available for configuring the computer. Topics will include adjusting display size, font size, screensavers, desktop appearance, sounds and multimedia and more.

Word(3), Advanced
Advanced class for students experienced with Word. Topics will include inserting pictures, tables and symbols in documents, adding page numbers, using headers and footers, and additional format options. <u>Students need to be extremely proficient with the computer and with Word before attempting this class.</u>

Word(1), Beginners
Intermediate class, introducing word processing with Word. Students will create a document, change format options such as type font & size, use cut & paste, learn how to save & print their work. <u>Students must be proficient with the Mouse & Keyboard to take this class.</u>

Word(2), Intermediate
Introduces advanced features including page numbers, text boxes, inserting footers and headers.
Students should take Word before taking this class.